

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION

\_\_\_\_\_ AIRPORT

**APPLICATION FOR COMMERCIAL SERVICE PERMITS**

Check One Only

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Aircraft Ground Handling | <input type="checkbox"/> Baggage Pickup & Delivery | <input type="checkbox"/> Commercial Photography |
| <input type="checkbox"/> Greeting Services        | <input type="checkbox"/> In-flight Catering        | <input type="checkbox"/> Merchandise Delivery   |
| <input type="checkbox"/> Porter Services          |  |   |

Prearranged Ground Transportation:

- ☐ Taxi, Bus, Limousine, Stretch-out, Van, SUV, etc.
- ☐ Off-Airport Rent-a-Car
- ☐ Hotel Courtesy Vehicle
- ☐ Courtesy Vehicle (other than rent-a-car or hotel)

1. Name of Business: \_\_\_\_\_

2. dba (if applicable): \_\_\_\_\_

3. Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No.: \_\_\_\_\_

5. Check Business Arrangement:

- ☐ Sole Proprietorship      ☐ Partnership      ☐ Corporation

a. If Partnership, complete the following:

Date of Registration: \_\_\_\_\_ State: \_\_\_\_\_

Names of Partners

Addresses

_____	_____
_____	_____
_____	_____
_____	_____

- b. If Corporation, submit the following:
- 1) a copy of the Articles of Incorporation
  - 2) a list of Corporate Officers and their names.
6. Submit a copy of the original Hawaii General Excise Tax Certificate.
7. P.U.C. Certification No. (if applicable): \_\_\_\_\_
8. Vehicle Information (if applicable):

<u>Year</u>	<u>Make</u>	<u>Type*</u>	<u>Max#</u> <u>Pass.</u>	<u>Serial No:</u>	<u>License No:</u>	<u>Decal No.</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

\* Sdn, Sw, Limo, Bus, Van, Mi Bus, Taxi, etc.

- a. If necessary, use additional sheets to complete this listing.
  - b. The Decal Number will be filled in by the airport's staff after the decal is issued.
  - c. You are required to report in writing to the Airports District Manager any changes to the information provided above.
9. Registration Fees. Using the attached Fee Schedule, compute the fees that you will be required to pay at the time of submitting application.

Annual Administrative Fee ..... \$ \_\_\_\_\_

Annual Vehicle Fee ..... \_\_\_\_\_

Annual Courtesy Vehicle Fee..... \_\_\_\_\_

Annual Hotel Room Fee ..... \_\_\_\_\_

Total: \$ \_\_\_\_\_

- a. Annual Badge fees will be collected upon issuance of the badge.
- b. Monthly fees will be paid during the term of the permit as specified in the applicable Hawaii Administrative Rules.

10. Certificate of Insurance.

A Certificate of Insurance must be submitted along with your application.

11. Statement of Contract (if applicable).

This statement is required only for Porter Services permits.

12. Nondiscrimination.

The PERMITTEE, for itself, its personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree to provide said services in compliance with all requirements imposed pursuant to Title 49, Code of Federal Regulations, Part 21, relating to nondiscrimination in federally-assisted programs of the Department of Transportation, as said Regulations may be amended.

The PERMITTEE, for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that no person on the grounds of race, creed, color, sex or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the providing and use of said services.

That, in the event of breach of any of the above discrimination covenants, the STATE shall have the right to terminate this permit.

Upon receipt of the permit, I shall comply with the above-listed conditions and the applicable chapter of the Hawaii Administrative Rules provided with the permit.

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Signature of Owner/Corporate Officer

\_\_\_\_\_  
Printed Name and Title

Date: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Airports District Manager

Date: \_\_\_\_\_

FEE SCHEDULE

PERMIT	FEES	
	Annual	Monthly
1. Aircraft Ground Handling	\$100 Administrative	None.
2. Baggage Pickup & Delivery	\$100 Administrative \$50 Per vehicle in excess of five. \$5 Per badge.	3½% of monthly gross receipts.
3. Commercial Photography	\$100 Administrative \$5 Per badge.	10% of monthly gross receipts. (Daily fee of \$100 for short-term permits.)
4. Greeting Services	\$100 Administrative \$5 Per badge.	3% of monthly gross receipts.
5. In-flight catering	\$100 Administrative	3½% of monthly gross receipts.
6. Merchandise Delivery	\$100 Administrative \$200 Per vehicle in excess of one. \$5 Per badge.	25 cents per piece of merchandise delivered during the month.
7. Porter Services	\$100 Administrative \$5 Per badge.	None.
8. Prearranged Ground Transportation		
a. Taxi, Bus, Limousine, Stretchout, Van, SUV, etc.	\$100 Administrative	<u>HIA</u> : 7% of monthly gross receipts. <u>Other airports</u> : 3% of monthly gross receipts.
b. Off-airport Rent-a-Car	\$100 Administrative \$250 Per courtesy vehicle. \$20 Per fleet vehicle	None.
c. Hotel Courtesy Vehicle	\$250 Administrative \$250 Per courtesy vehicle. \$2 Per sleeping room.	None.
d. Courtesy Vehicle (other than rental car or hotel.)	\$250 Administrative \$250 Per courtesy vehicle.	None.

STATEMENT OF CONTRACT

for  
Porter Services

The undersigned parties hereby certify that a written  
contract for porter services at \_\_\_\_\_ Airport  
exists between \_\_\_\_\_ and \_\_\_\_\_  
(Name of Permittee) (Name of Airline)  
effective from \_\_\_\_\_ to \_\_\_\_\_ .

PERMITTEE:

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title)

Date: \_\_\_\_\_

AIRLINE:

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title)

Date: \_\_\_\_\_